

## CONSTRUCTION CHANGE

Contract No.: \_\_\_\_\_  
Route: \_\_\_\_\_ Des No.: \_\_\_\_\_  
Structure No.: \_\_\_\_\_

Work Type: \_\_\_\_\_  
Location: \_\_\_\_\_ of \_\_\_\_\_  
Project No.: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_ District Director

ATTN.: \_\_\_\_\_  
District Construction Engineer

FROM: \_\_\_\_\_  
Section Manager, Design Division

Transmitted herewith are copies of revised Sheet Nos.: \_\_\_\_\_  
for the above-referenced contract. These sheets were revised on \_\_\_\_\_.  
The revision involved the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please have the Project Engineer or Supervisor prepare a Change in Plans, Form IC-626, covering any revised pay quantities, if applicable.

Two sets of these plans are for your files and two sets each are to be delivered to the Contractor and Project Engineer or Supervisor. The FHWA is being provided with a half-size set of these revised sheets for their files (if applicable).

Note: Quantity revisions are to be computed and transmitted by the designer with this memorandum to the Project Engineer or Supervisor for aid in preparing Form IC-626.